

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE

Wednesday, April 3, 2019

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 6, 2019.

1. Review minutes of: *None.*

Comments from the Public

Communications – None.

Child Support

2. Departmental Openings Summary - March 2019.
3. Director Summary for March 2019.

Administration

4. Ordinance To Amend Section 3.20 of Chapter 3 of the Brown County Code of Ordinances (Outlay Capitalization Procedure).
5. Ordinance to Amend Section 3.11 of Chapter 3 of the Brown County Code of Ordinances (Out of County Travel Expense Reimbursements).
6. Budget Adjustment Log.
7. Director's Report.

Human Resources

8. Update re: Clerk of Courts Class and Comp issues – standing item.
9. Director's Report.

Technology Services

10. Hall of Fame Box Move.
11. Director's Report.

County Clerk – No agenda items.

Treasurer – No agenda items.

Other

- 12. Audit of bills.
- 13. Such other matters as authorized by law.
- 16. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, March 6, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Supervisors Lefebvre, Borchardt and Brusky, Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Treasurer Paul Zeller, Deputy Executive Jeff Flynt, Technology Services Director August Neverman, Child Support Administrator Maria Lasecki, Clerk of Courts John Vander Leest, other interested parties.

I. Call to Order.

This meeting was called to order by Chair Tom Sieber at 5:36 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to combine Items 4 & 6 and take before Item 3. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of February 6, 2019.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of: None

Comments from the Public: None

Presentation

2. Digital Counties Initiative presented by Oliver Buesche of My Strategy Solution, LLC.

Oliver Buesche of My Strategy Solution, LLC gave a presentation regarding the Digital Counties Initiative. A copy of the related Power Point is attached.

Although shown in the proper format here, Items 4 and 6 were combined and taken at this time.

Communications

3. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members. Motion at February meeting: To hold for 30 days.

Supervisor Schadewald referred to the information in the agenda packet and, in particular, the provision that sets out that County Board members can receive cash advances for travel. Corporation Counsel Dave Hemery suggested that the cash advance provision be struck along with the word "however" in the following sentence.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to amend Ordinance 3.11(p) by striking *except for Board members* in the first line and striking *However* in the second line. Vote taken. **MOTION CARRIED UNANIMOUSLY**

|||

Hemery noted it had also been suggested that a provision be added to the Ordinance regarding reimbursement to the County as there have been some situations where Supervisors are signed up for conferences and non-refundable fees are paid and then the Supervisor does not attend. Hemery recommends that a provision be added that contains an exception for non-attendance due to circumstances beyond a Supervisor's control. Schadewald said the idea is that if this becomes a pattern, he would like to see a reason why the conferences are not attended. The reason for not attending should be relayed to the County Board Chair. Supervisor Borchardt added that she wants to see people held accountable to do what they say they are going to do so money is not wasted that could be used elsewhere.

Motion made by Supervisor Schadewald, seconded by Supervisor Van Dyck to direct Corporation Counsel to add a provision to the Ordinance requiring an explanation be provided to the County Board Chair by a Supervisor if the County expends money for a Supervisor to attend an event but the Supervisor does not attend and for the Supervisor to reimburse the County for money expended. Vote taken. MOTION CARRIED UNANIMOUSLY

Vander Leest said if someone misses an event due to neglect on their part and not because of a critical situation, they should be reimbursing the County. Schadewald agreed to have reimbursement language added to his motion above.

Schadewald also referenced language in the travel reimbursement code section that sets forth reimbursement will be provided for 30 days of travel to Board meetings as well as 30 days of travel to Committee meetings. Further, the language says that a Supervisor can be reimbursed for mileage for attending two Committee meetings per day. Schadewald does not know who claims mileage, but he wants to make sure that if Supervisors are that they are not submitting mileage exceeding these provisions. Hemery said the Ordinance language is set forth in the Statutes and to change the language would likely require 2/3 vote of the County Board. He is not aware of any instances of the limits being exceeded, but it was not always clear if a Supervisor could receive reimbursement for attending a Committee meeting they are not a member of. The Ordinance makes it clear that reimbursement applies to mileage to a Committee meeting that the Supervisor is a member of. Requests for mileage reimbursement go through the County Board office and then the County Board Chairs signs the request which is then sent to payroll.

The other item Schadewald would like to review is how the dollar amounts are established for meal reimbursement. Supervisor Deneys also would like to review the meal reimbursement. Hemery said that most counties have specific set amounts for meals. Deneys said that he has utilized the meal reimbursement a number of times being a past County employee and there were a number of times the allocated amount was not sufficient and he had to pay out of his pocket. He has done some research on this and provided a copy of IRS Publication 1542 dated October 2011 that show the per diem rates recommended for reimbursement for meals by the IRS. The lowest recommended reimbursement for Wisconsin as shown on this document for per diem meals and incidentals is \$46. Currently the County Ordinance sets forth the meal reimbursement would be \$33 per day. Deneys also provided a copy of documentation from the U.S. General Services Administration regarding per diem rates for Wisconsin, a copy of which is attached, which show the federal reimbursement rate for meals in Appleton is \$61 per day. Deneys pointed out that the County reimburses mileage at the IRS rate and feels that meals should be reimbursed at the GSA rate. Schadewald also pointed out the times for meals set forth in the current Ordinance and suggested those be reworked as well.

Motion made by Supervisor Deneys, seconded by Supervisor Schadewald to amend Ordinance language to adopt the GSA standard per diem meal reimbursement rates, to review the timeline for meals currently set forth and to review the reimbursement rate of 20 cents per mile for county-owned vehicles used for personal mileage. Vote taken. MOTION CARRIED UNANIMOUSLY

Schadewald said there is no hurry in getting this all done and suggested that Hemery may wish to look at what some other counties are doing with regard to these things. Sieber agreed there is no hurry and he is fine with doing this on a piece by piece basis as Hemery has time to work on it. He also brought up the provision in section h which states that if a county-owned vehicle is used for personal mileage, its use must be reported monthly and paid for at the rate of 20 cents per mile and would like Hemery to look at that as well.

Treasurer Zeller indicated that the County currently reimburses mileage at the rate of 80% of the IRS rate. Deneys asked why the County is not fully reimbursing employees for this. This is something that has been discussed in the past and it was felt the IRS rate was higher than what the actual cost per mile was, but it was noted that every County Board can make their own decisions.

Motion made by Supervisor Deneys, seconded by Supervisor Schadewald to have Corporation Counsel review the mileage reimbursement rate of 80% of the IRS rate. Vote taken. MOTION CARRIED UNANIMOUSLY

Schadewald noted all of these proposed changes should be reported to Administration as there will likely be a fiscal impact.

4. Communication from Supervisor Erickson: Have the Clerk of Courts (John Vander Leest) meet with Human Resources to determine why the department employees have been demoted. And that reconsideration be given to the employee classifications of the personnel of this very importation department. This meeting should also have a cross section of the department employees. *Referred from February County Board.*

Clerk of Courts John Vander Leest addressed the Committee and informed that overall he supports the effort to have the Clerk of Courts Department reviewed. He noted that in looking at the classifications for his staff, there are similar positions in other departments that are ranked higher than those in the Clerk of Courts. He feels an entire department review is appropriate to ensure his staff is classified correctly and being treated fairly based on the types of jobs and duties they have. At this time his office is reviewing all of the job descriptions and making updates and when that is done those updated job descriptions will be forwarded to HR. Vander Leest does not feel this will take a great amount of time and they have until March 15 to get the job descriptions reviewed and updated and sent to HR. At that point, HR will come back with data of their own showing where the Clerk of Courts staff should be and he is hopeful there will then be follow-up conversations with his staff to answer any questions.

Vander Leest continued that he and Julie Hornburg attended a Clerk of Courts conference recently and he brought up in a general issues session that there have been some issues with the class and comp study in Brown County and asked for feedback. A number of other counties have also had issues with their staff being placed too low in their class and comp studies. There were also a number of counties that indicated their Clerk of Courts staff was ranked similarly with Child Support in classifications and that is typically where Brown County falls as well. Vander Leest said his staff is also ranked considerably lower than DA office staff but there were a number of counties at the conference where Clerk of Courts staff was ranked the same as the DA's office.

Vander Leest wants to be sure his staff is being treated fairly and he is concerned that compared to other departments, overall his department is ranked too low. If staff is in the wrong classifications, their salaries could be redlined which would affect their ability to get future raises, depending on how long they have been with the County. He does not want to rush through this; he wants to be sure the process is followed and the correct data and information is gathered. He also wants to be sure that the counties HR looks at for comparables are correct. Some of the surrounding counties are significantly smaller than Brown County and that will bring the averages down.

Supervisor Deneys asked what level of involvement Vander Leest's staff has had with regard to this to this point in time. Vander Leest responded that he and the Chief Deputy will go through the job descriptions and where staff feels something should be added, they will look at that to be sure it is reasonable. Vander Leest noted his staff is not clerical staff; they are making decisions on a daily basis on things like judgments, they prepare judgment of convictions and file court documents and orders and have understanding of all that. He feels it is challenging for County administration to understand what the office does and what these positions entail. Vander Leest has asked other Clerk of Courts if they could provide data from any class and comp studies done in the last several years to share with HR, but he has not received anything to date. If he does receive this information, he will share the same.

Supervisor Kneiszel would like to hear from Director of Administration Chad Weininger with regard to this and questioned if there are similar issues in other departments. Weininger responded that he would like to go through the process of evaluating this situation and then report back. He said they are basically starting over from scratch with the Clerk of Courts office. Weininger said there are two departments he would like to review this year, one being the Clerk of Courts. He noted that he has also heard some rumblings that there may be some issues with the judicial assistants.

Weininger walked through the process and said they have started by asking the Clerk of Courts employees to review their job descriptions and provide feedback to their managers. Once the managers sign off on the job descriptions they will be forwarded to HR for review. HR has already reached out to a number of counties to obtain job descriptions and Weininger feels it is important to match them correctly to our positions. If they cannot find a good comparison within our market, they will then go outside the market and if the department head can provide

|||

information indicating why comparables are not good, HR will continue to look for good comparables. The goal is not to have a complicated process, but rather to have a good process where we can look to see what the market really is. This is not being linked to a pay increase and the goal is to be sure the positions are in market. Weininger noted the process worked out for the remaining 29 county departments. He sat through almost all department head meetings and when a department head brought something up they worked through the issues and came to a mutual agreement in almost every situation. Kneiszel said this all came as somewhat of a surprise to him in that at the last meeting it was reported that things were going smoothly and everyone was communicating and the departments had no issues with this.

Weininger continued that administration and HR worked with department heads on four occasions throughout the process and every time issues were brought up they were worked through. He noted that department heads did not see what everyone else was making because the market should be able to determine that. He wants to work through this and get it fixed. He did note that not every employee is going to be happy, but he does want to be sure the data is sound and then go from there.

Sieber asked when the job descriptions were reviewed the first time. Weininger responded that one of the interesting parts of this is that there were some generic descriptions for the Clerk of Courts staff, but some of them have some very specialized duties and looking at those specialized duties may help to get them into the right part of the market. He believes there may be a few people that have assumed some additional duties as well and that will also be looked at.

Vander Leest said they went through a thorough review of the job descriptions in February 2018 and at that time they made some additions which were highlighted for HR. That information was then dumped into PayScale. Now they are looking at the descriptions again to see that they are correct. They are looking to be sure that everything that was not captured in 2018 will be captured now as they go through the descriptions again and this will be wrapped up by next Friday.

Sieber asked how many people's ranges were slid down instead of slid up. Weininger did not have this information available, but Vander Leest said compared to the last study, most positions went down and some went down two spots. If the positions are ranked incorrectly, it is going to impact his staff's future ability to get a raise and, further, they are not being treated fairly compared to other like positions. A lot of his staff is upset and that is why it was brought to the County Board.

Vander Leest said he spoke with Judge Atkinson who supports having the Clerk of Courts department reviewed. The Clerk of Courts works closely with the Judges and Court Commissioners. There is definitely concern among the judges that the County get this right and that Clerk of Courts staff is treated fairly and not below where they should be.

Sieber asked about the timeline for all of this. Weininger responded that this is a priority and if the revised descriptions are still off, they will have to drill down and spend some time with the department head to be sure there is enough input to make a decision. Realistically, Weininger would like this done quickly, but he would rather it be done right than fast.

Supervisor Schadewald asked that the data and analysis come to the Administration Committee to see. He feels the idea of sharing the information and how the process was carried out in making the decision is important to the Committee. These decisions have to be factual and not objective.

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Honorable Tim Hinkfuss, Circuit Court Judge, Branch 7, 100 S. Jefferson Street, Green Bay, WI

Judge Hinkfuss thanked the Committee for allowing him to speak. He informed there are 8 judges in Brown County and each have their own branch. They are all state employees and each has a Judicial Assistant and a Court Coordinator. He added that the Judicial Assistants are also not happy with the class and comp results. The Court Coordinators fall under the Clerk of Courts.

Judge Hinkfuss continued that when the class and comp study was done, no one spoke to any Judge. The Court Coordinators work 90% of the time with the Judges while the Judicial Assistants work 100% of the time with the

Judge. He wanted to correct one thing that was said earlier – there is no department head for the Judges. Judge Atkinson is not a department head and does not have authority over Judge Hinkfuss's judicial assistant or Court Coordinator. If administration intended to interview all department heads, they should have spoken with every Judge, not just the Presiding Judge.

Judge Hinkfuss indicated he has received permission from a number of the other Judges to share their remarks and he noted that there is a Judge's meeting on Monday where this will be discussed further. With regard to the comparables, administration is comparing Calumet County with 1 judge, Marinette County with 2 judges and Door County with 2 judges to Brown County with 8 judges. He encouraged Supervisors to observe what the Court Coordinators do on a daily basis. They are an integral part of the system and they work with people's freedom and people's money and arrest warrants. The administration does not seem to know what the jobs at the courthouse entail. The judicial system is the third branch of government and deals with people's liberties and lives. Judge Hinkfuss encouraged the Supervisors to look at the list of the classifications the Court Coordinators and Judicial Assistants fall into. He is not disparaging any positions, but these positions make important life decisions and those that have substantially more classification do not.

The second point Judge Hinkfuss wished to make is that while not disparaging any department head or anyone else getting a raise, Clerk of Courts John Vander Leest deserves a raise. Administration looked at 5 counties, none of which were included in this study considering the Clerk of Courts. He feels counties with a similar number of judges should have been looked at. He acknowledged that some of those counties have a higher cost of living, but a mathematical formula could be applied. He hopes the County did not pay a lot for the study, and noted that he called around to other counties and 4 of the 5 contacted pay their Court Coordinators and Judicial Assistants more than Brown County does. Not only does Brown County not want to pay these positions, they also want to redline employees and he believes there are 18 employees in the Clerk of Courts office that are redlined. This means those positions will not receive any increase whatsoever.

On behalf of the Judges, Judge Hinkfuss feels the Board really needs to look at this and understand what the Court Coordinators do and what the Judicial Assistants do. He reiterated that the Judges are not department and also that he is not disparaging anyone who is receiving an increase.

Schadewald asked what the difference would be with a county that has 1 Judge and 1 Judicial Assistant compared to Brown County that has 8 Judges and 8 Judicial Assistants. Judge Hinkfuss explained that larger counties have more complex problems than the smaller counties. Brown County has more violent crime than the smaller counties and there are also more civil cases due to some of the larger employers in Brown County such as Humana and a number of larger industries.

-Trisha Rettmann, 3894 County Road C, Pulaski, WI

Rettmann said she was one of the employees who brought this forward as she was demoted in the reclass process. She has done a lot of research on this and found that deputies in Outagamie County are very specialized; they only do traffic or civil or something like that. Brown County is different in that they do everything. There are a lot of veteran employees in the Clerk of Courts who are teaching the new employees and guiding them to be sure they are doing things right so the Clerk of Courts Office does not get sued. Staff feels they are not being appreciated for that because a lot of staff got demoted. There are currently 8 that have been redlined and that number would increase to 19 next year if a 3% raise was given. There are 29 employees in the office. Rettmann does not feel this is fair and that is why she brought this up at the County Board meeting. She wants to be treated fairly. She has worked for the County over 38 years, in the Clerk of Courts office the entire time. They have very, very hard workers who do a good job for the County and they do not feel like they are being treated fairly.

Rettman continued that Weininger did come to talk to staff about redlining, but it did not make a lot of sense and it was not what was said at the County Board meeting. Schadewald asked if she had gone through her description; Rettmann said she did go through her description and she found that her description is the exact same as Child Support. In 2018 all her duties were updated and she was lowered 60 cents while the position in Child Support went up to the next level. All she did last year was update her job description; no one from the administration ever came to talk to her. Not only were her additional duties not recognized at the time her classification was lowered, but now she has even more new job duties. At the same time, the job description for the Child Support position has not had any changes at all.

Rettmann continued that when they did the job descriptions, she reviewed it and agreed with it, and that was the last she heard until they received the class and comp 36 minutes before it went to the County Board. She is not happy.

-Ali Winiacki, 3581 Satellite Lane, Green Bay, WI

Winiacki thanked the Committee for allowing the Clerk of Courts office to be reconsidered. She is a Court Coordinator for Judge Hinkfuss and said it is hard to put into words her daily routine as every day is different. She deals with multiple types of cases including civil, criminal, family, small claims and a number of others. With regard to her job description and being classified with other smaller counties, Winiacki said no one ever came to shadow her job to see exactly what she does and why she feels she is so important. Her day, versus that of a Judicial Assistant, versus that of a Clerk II versus a Clerk Typist are all very different, but all of these roles are extremely important. They are the public eye to the community. The front counter staff takes in injunctions and eviction filings and provides information as to the correct forms to use. Earlier she was talking to a man on the phone who had a warrant entered against him in error and did not want to go to jail and to her, it is important to help these people out. Now she is being looked down upon because she is not good enough compared to other people. She is currently not redlined, but by next year if there would be a 2 – 3% raise, she would be. She asked the Committee what her incentive would be to stay if things are not changed.

Schadewald asked what would make Winiacki and Rettmann feel appreciated during this process. Both Winiacki and Rettmann replied that they would like to be included and informed. Rettmann said cutting her pay 36 minutes before a Board meeting is wrong. Winiacki said she would like to see the statistics of the counties they are being compared to and informed why they are putting them where they are. Winiacki also said that having administration observe what the Clerk of Courts positions handle on a daily basis would be helpful so they understand the complex jobs they do. Rettmann mentioned that she has a job manual at her desk that outlines her job and it is very, very thick due to all of the scenarios they handle. Everything is not the same. There is a lot of cross checking on a number of different things; it is not just pushing a paper. It also has to be remembered that there is always a legal aspect to everything they do.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Borchardt said it is very important to recognize the great employees the County has and respect the work they do, throughout the entire County and in all departments. It does not matter what the job is, they are all important. County and City jobs used to be highly respected but there seems to be a lot of turnover in the last few years and she feels the County could end some of that by keeping the employees better informed and communicating better with them.

Clerk of Courts Vander Leest referenced the legal aspect of the jobs in the Clerk of Courts office and said that some employees have paralegal degrees or law enforcement degrees. He feels some of the positions in his department are more comparable to duties of those in the DA's office. There are a number of positions in the office and they all have to consider the legal portion of the positions and follow the statutes and Vander Leest does not know if that was considered and given enough weight.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to add a line item to the Administration Committee Agenda for a monthly update on this issue until this matter is resolved. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Item 3 was taken at this time.

5. **Communication from Supervisor Borchardt re: To look at adopting statutory authority to allow taxpayers the option to pay property taxes in installments. Referred from February County Board.**

Borchardt provided the Committee with information regarding multiple installment payments, a copy of which is attached. She would like consideration given to increasing the number of installments for people to pay their property taxes from 2 to 4. Sieber said this would mean the Brown County property taxes would be paid in quarterly installments but the School Board and municipality taxes would be paid in 2 installments. Schadewald said if taxes are collected in multiple installments, the County still has to make the disbursements to the Schools and municipalities, so the County will fall short and for that reason he would be against increasing the installments.

|||

Borchardt felt giving individuals the option to make four payments would help those who are on a fixed income or have difficulty paying their taxes. Sieber noted that if the other taxing entities went to quarterly payments the County could also do that. Hemery said it would be a lot of work and expense to have quarterly payments. The duties of the Treasurer would also have to be examined to see the feasibility of this. Borchardt asked if a study could be done to see what the fiscal impact of quarterly payments would be. She would also like to know what other counties allow multiple payments. Sieber suggested this be held to give some time to see what other municipalities are doing. Hemery noted that when the sales tax was being passed, he had to work with 7 other municipalities which was difficult and time consuming, but something like quarterly tax payments would require working with 24 different municipalities. Borchardt said she is not in a hurry for this, but she would like to know the fiscal impact of having taxes paid in more than 2 installments.

Vander Leest noted that people generally set money aside to pay their taxes. Property owners know when their taxes are due and should be sure they are setting money side so the taxes can be paid when they are due.

Lefebvre brought up the idea of approving hardship circumstances for those that really are unable to pay their taxes and then allowing them to pay in more monthly installments. Schadewald noted that people have 3 years to pay their taxes before any foreclosure proceedings are started. He is against changing the way taxes are currently paid because it would affect the cash flow of the County and would also increase duties in the Treasurer's Office. In addition, the municipalities and school districts would not likely agree to this. He understands where Borchardt is coming from and the heart of this, but from a practical standpoint, he would not change the current procedure.

Treasurer Paul Zeller advised the Committee that the tax bills sent out in December are the municipality's tax bills; not Brown County's tax bill. It is set out in state statute that the taxing jurisdiction can make the decision to go to multiple installments. Zeller continued that Brown County is only 1 taxing jurisdiction of 4 represented on the tax bills; the municipalities, school districts and technical colleges are also taxing jurisdictions represented on the tax bills and would all have to pass ordinances to go to quarterly payments. Zeller continued that even if the County were to look at going to 4 installments, those installments can only extend to July 31. A 4 installment schedule would mean that the April 30 installment would have to equal at least 50% of the tax bill.

Zeller continued that going to quarterly payments would mean asking all the municipalities, the school district and the technical colleges to wait for their payments until May 15 because the April 30 collections would be paid out and settled in May. Zeller reiterated that the County is only 1 taxing jurisdiction. Most counties in the state carry the municipal treasurer's name and contact information, but that is not the case here because Brown County collects the first installment. If we look at areas that use the 4 installment payment system, we would see that those are municipalities collecting the first installment. Brown County's model is different in that the County engages in an intergovernmental agreement to collect property taxes on behalf of the municipalities for the first installment. If quarterly payments were instituted as a collection schedule by everyone, Zeller would have to convince the banks that collect for the Treasurer to collect for a much greater length of time than they currently do and the banks will likely not be on board with that. In addition, the GCS Land Map software that the Treasurer will be converting to is programmed for 2 installments. Zeller added that there is no provision in the statutes for any type of hardship provision or delaying or forgiving interest and Treasurers cannot make any sort of arrangements for this. He concluded by saying he is opposed to any type of change to the current system.

Kneiszel agreed with Schadewald in that he would not support this. People who have mortgages on their property can already choose to pay in installments by choosing an escrow option. Deneys also informed he is not in support of this, although he does understand that people can run into hardships. However, as Zeller informed, installments would not change the end date.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Communication from Supervisor Sieber re: Request that Human Resources within Department of Administration review the classification and compensation study of the Clerk of Courts Department and to be completed within 90 days. Referred from February County Board.

This action was taken together with Item 4; see discussion above.

Child Support

7. Budget Status Financial Report for January 2019 – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to hold for 30 days. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Director Summary for January & February 2019.

Child Support Director Maria Lasecki talked about the resolution recently passed by the Board which will result in additional funding and thanked the Committee for their support. This will result in about \$94,500 in additional funding to Brown County in 2020 and about \$189,000 anticipated in 2021.

Lasecki wished to make the Committee aware of the impact of the Governor's proposed budget on the child support system throughout the state. The funding involves something Lasecki talked about in the last budget process which involved the inability through DCF 150 to recover birth costs for intact families. Birth costs are the dollar amount that is assessed to the father upon adjudication and Child Support looks to recover up to half the regional average of the actual costs. Those expenses are assigned to the non-custodial parent and Child Support reimburses the medical assistance program 85 cents on a dollar at a very low, nominal amount of \$5.00 per week and the remaining 15 cents comes back into the child support program to continue the work they do. There is also a match to the 15 cents. For every dollar they get, they receive 2 additional federal dollars. Through the Legislative Committee that met today, enough votes were garnered to pass a repeal to that intact family inability to recover birth costs. However, in the budget proposal, child support agencies are going to lose all ability to recover birth costs and that is a huge loss, not only to Brown County but to the entire state as well as the medical assistance program to the tune of about \$14.6 million dollars to the Medicaid program and roughly \$2.6 million in matching federal funds to the child support program. The impact to Brown County will be about \$363,000.

Lasecki said the first round of meetings on this will be in Madison on March 15 and they will be working to educate the decision makers as to the effect of this. She has been involved in County government for 28 years and medical assistance has always been a payer of last resort. There has been talk about this happening and Lasecki noted that other states did stop collection, but they had an opportunity to adjust their collection methodology and change at the federal government's request the rules regard to collection. Many states chose not to do that, but Wisconsin did. She believes in the split in that it is merely reimbursing the Medicaid program that paid for the costs of birth. In Brown County the amount is about \$2,600, but it is based solely on ability to pay. Essentially, child support received 25 cents but they took away 75 cents. This will mean detrimental devastating things to the Child Support Agency and this same conversation is happening all across the state.

Lasecki concluded by saying she felt an obligation to inform the Committee of this information and assured that she has a duty and will do whatever she can to try to fix this. Schadewald asked if a resolution would be helpful and Lasecki said she would think that would definitely be beneficial. Hemery will work with Lasecki on this to bring something forward.

With regard to earlier conversations regarding the class and comp, Sieber asked Lasecki if her staff deals with legal issues. Lasecki noted that Child Support is an extension of the court system and the complexity and nature of the work done by her amazing team is pretty overwhelming. Her staff is intimately involved with interpreting the law on a daily basis.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

111

County Clerk

9. 2018 to 2019 Carryover Funds.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

10. Budget Status Financial Report for December 2018 – Unaudited.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

11. 2018 to 2019 Carryover Funds.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Approval of the lowest qualified bid for Project 2281 – Ashwaubenon Expansion – Phase 2 Project.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve the bid of Elexco in the amount of \$231,123.00. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Approval of the lowest qualified bid for Project 2284 – Webster Avenue Fiber Relocation Project.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to approve the bid of Elexco in the amount of \$202,238. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Broadband Discussion/Report.

Director of Technology Services August Neverman provided the Committee with enlarged copies of items contained in the agenda packet, a copy of which is attached. He noted that each of the green areas on the map is a potential expansion. There are cost estimates on the map as well as summary information. This was basically a report out and a long-term budget plan. Vander Leest asked if new cable is being laid on Webster where they are doing construction. Neverman said they are moving the cable a block over to avoid future problems.

No action taken.

15. BCCAN Report.

Neverman referred to the information in the agenda packet that is related to Supervisor Linssen's previous request. The information explains why the County might need additional bandwidth and has a map of what the FCC says is available for internet. He referred specifically to Page 10 of the agenda materials and informed that the colored dots are other municipalities and state governments putting their own internet in. There is a lot of activity in fully government funded projects and he specifically referenced Chattanooga. Neverman informed that Kewaunee is having similar conversations that we are having here. He said he has gathered the background materials, what comparable entities are doing, what bandwidth demands there are and has some nice diagrams with comparisons.

Neverman would like the Committee to review the documents in detail as he would like to present this at the 6:00 pm Administration Committee meeting before the Board meeting on April 17, but he wants to make sure it makes sense and everything has been covered and things are explained well. He went through some of the other information in the documents and answered questions in great detail. Neverman concluded by saying he will ask that this be placed

on the April Admin agenda so if anyone has any suggested changes he can have them made prior to the presentation before the April County Board meeting.

No action taken.

16. **Technology Services Monthly Report.**

Neverman brought up the Arena box storage as outlined in his Director's Report. He informed the boxes are still in the old Hall of Fame and at this time they are waiting on prices for a steel building. He hopes to have these numbers by the next Admin meeting.

Neverman also said he will be working with Corporation Counsel, Public Safety Communications and the Sheriff's Office regarding the licensing and chargebacks for municipalities for activity and he is looking at creating a hold harmless agreement because he is not comfortable doing services for someone we do not have a contract with.

With regard to the box storage, Sieber informed he has been made aware that the plans for the new arena include storage for boxes that are currently at the Hall of Fame and he feels this is insane. Sieber does not feel the highest priced real estate in the County should be housing boxes on a permanent basis. Vander Leest asked what the cost of moving the boxes would be. Neverman explained the cost of moving will be quite expensive. About a year and a half ago they talked about having another building for storage, but there was no funding source so they were struck with having to move the boxes out and then move them back. The cost to house the boxes will be \$170,000 at the most. Neverman said he has been working with the Courts and if they can get the security aspect worked out, some of the boxes that have been at ARMS (now Iron Mountain) could be brought back to the County's storage which would save the County a lot of money.

Neverman said there is currently about 1.2 million pages of text in 5500 banker boxes in storage. They review the storage annually to see what can be destroyed, but Neverman estimated that next year at this time, if we took everything back from ARMS and include the boxes in Sophie Beaumont and those at the arena, there would be 14,088 boxes. Neverman said they had proposed a steel building, but there was not any funding available for that. The space allocated in the new arena is a mezzanine that they were going to use for storage in a non-public area. It is about 5000 square feet. Neverman's main concern with having the boxes at the arena is access to the boxes during events.

No action taken.

Administration

17. **Budget Adjustment Log.**

Weininger noted the casual day payout, BA 18-144, with a fiscal impact of \$175,000. The amount paid out was actually closer to \$240,000 but because the District Attorney, Facilities, Museum, Sheriff and Community Programs were over budget and therefore did not have enough to make their casual day payouts this adjustment was necessary to cover the payouts. Adjustments have been made in the budget so this problem should not occur in 2019.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **2018 to 2019 Carryover Funds.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Director's Report.**

Weininger explained the policy with the health reimbursement funds and noted it has grown to about \$336,000 over the years. This will be applied to the \$600,000 shortfall which will help balance out the shortfall. Weininger also said the auditors are coming for the 2018 CAFR which is where the Moody ratings come from.

An expo hall update was also provided by Weininger. He recalled the MOU that was entered into called for a number of things, including 2 public meetings. The first public meeting was held in Ashwaubenon and the second will be held on March 11 at the Library. He urged the Supervisors to attend because that is when the final design will be presented. They also asked that some sort of veteran memorial be built into the design. The third thing in the MOU was that the outdoor memorial not be altered and to see if it could be enhanced. The fourth item was that there be storage for boxes. If a steel shed is built, it would need to be connected to utilities whereas the storage in the arena would be simple in that it would just need a floor and a few wells. The area already is heated and has electricity so the cost would be less than building a building.

Weininger continued that the room tax study should be done soon and will give the County a little better idea of what is coming in. This is important for the County to know because if there is a shortage on room tax, the County will have to foot the bill.

Weininger provided a timeline of a number of upcoming things as follows:

- March 8 – Room Tax Study done
- March 11 – Expo Center Public Open House Presentation followed by Joint Executive Committee and Ed and Rec Committee meeting
- March 19 or 21 – CDA will start with approval of demolition contracts
- April 1 – Hall of Fame abatement will start
- April 8 – Demolition of Hall of Fame
- April 8 - Executive Committee meets and will take up the pledge and securities agreement
- April 18 or 19 – Demolition of arena will begin.
- April 26 – Oral arguments on tax lawsuit

The timeline for events related to the arena is tight, but Weininger noted the project has been fast tracked to get the project done in 18 months. He noted that January, February and March are the busiest months for PMI and if this project is not done by then, they will miss an entire season of events and revenue which will be very problematic. He added that the arena needs to be vacated by April 15 and there are a lot of chairs and benches and hardwood from the basketball court and they will consider having some sort of event or memorial where people can come and purchase some of those items.

Weininger talked more about the box storage at the new facility. He said the storage would not be in a prime location of the building, nor will it hinder the use or operation of the facility. It is in a mezzanine area and there is nothing else in the area so all that would be needed is a floor and walls and this will likely be less expensive than building a stand-alone steel building, but this will be known for sure then the price scenarios come in. If the Board does not want the storage in the mezzanine and have the room tax pay for it that is up to the Board, but then funds would have to come from somewhere else for a different storage location. The MOU had a provision for box storage and by putting the storage in the mezzanine the funding would be included in the overall project. The storage would be in dead space of the building and it makes sense to have the storage there. They are not removing conference rooms or anything else; this is all dead space. Vander Leest feels it is a good idea to use the space that would already be available rather than building a separate out building. Neverman is also in support of this.

Weininger concluded by talking about the organ donation policy that has been talked about at previous meetings. In doing some more research on this he has found that organ donation, whether given or received, qualifies under short term disability and the employee would work directly with UNUM on this. He will be bringing an ordinance forward to Executive Committee setting forth the procedure.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Tax Collection Agreements Between Brown County and Municipalities.**

Weininger recalled that several years ago the Treasurer wanted to start charging the municipalities to collect the taxes but the Board was against this, even though there is statutory authority to do this. Contained in the agenda packet is the Brown County Tax Collection Agreement. For 2019 – 2020, the big change is that we will be going from 5 payments to 4. This means the municipalities will see 4 payments instead of 5. The other major change is that the County is migrating from the AS400 system to the new GCS system which brings the availability for different licenses. The Treasurer would like to have the banks collect both personal and real property taxes. Weininger explained Denmark already collects real and personal taxes and Howard collects personal but not real. There are several options for this. Those municipalities can go along with the Treasurer and allow the people in those municipalities to go to a bank or the County to pay or they can buy the new system and have their people make the payments that way. Mortgage companies that bundle their payments would also be affected by this. The goal and direction of the Board was to try to keep the system together but these are the things the Treasurer is saying he needs to make the system work.

No action taken.

Human Resources

21. **Director's Report.**

Weininger informed training is being implemented throughout the County, some of which will be mandatory such as sexual harassment training, HIPAA training, performance management and disciplinary action procedures. These are the types of issues that can cost the County a lot of money if the proper procedures are not followed. The subject of having these trainings held during work time versus on an employee's own time was discussed.

Motion made by Supervisor Deney, seconded by Supervisor Vander Leest to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Treasurer – No agenda items.

Other

22. **Audit of bills.**

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **Such other matters as authorized by law.**

A brief discussion regarding regular meeting dates occurred. It was noted that the April meeting will be held on the first Wednesday of the month, but meetings may move to the first Thursday of the month beginning in May.

24. **Adjourn.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to adjourn at 9:23 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

///



Child Support Agency Director Summary

March 2019

Performance Measures Comparison

Federal Performance Measures February	Brown YTD 2019	Brown YTD 2018	YTD Improvement 2018 vs 2019	State Average	Brown vs. State
Court Order Rate	91.81%	91.42%	.39%	86.79%	5.02%
Paternity Establish Rate	98.22%	98.54%	-.02%	94.36%	3.86%
Current Supp Collections	76.43%	76.57%	-.14%	75.05%	1.38%
Arrears Collection Rate	52.78%	53.67%	-.89%	55.46%	-2.68%

February comparisons	Brown County 2019	Brown County 2018	Difference 2018 vs 2019	Statewide Total increase	Average Caseload
Caseload size	14,404	414,415	-11	-2,140	1,200

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

CSPED Impact Findings Issued: *Child Support-Led Employment Programs Have Positive Effects*

CSPED benefits outweighed their costs in 10 years. CSPED cost an estimated \$2,505 per participant and yielded \$3,346 per participant in benefits over 10 years. Most of these benefits went to custodial parents and their children.

CSPED participants faced significant employment barriers. Nearly 70% had criminal justice involvement; over 70% were unemployed or earning less than \$500 per month at enrollment. Despite these barriers, CSPED increased participants' likelihood of working by 3% and increased earnings by 4%. Average earnings in the first year after enrollment were \$9,344 for parents who received CSPED services compared to \$8,986 for parents who did not receive CSPED services.

Dissatisfaction with the child support program was high among those not receiving CSPED services. CSPED was able to reverse this view, a major accomplishment of the program.

Specifically: 54% of parents who did not receive CSPED services were dissatisfied with the child support program.

In contrast, 68% of the noncustodial parents who received CSPED services said they were satisfied with the child support program, a **46% improvement**.

The majority of parents in CSPED had current support orders that outstripped their ability to pay. CSPED was able to reduce those orders by 5%. Among those who didn't receive CSPED services, 57% had current support orders that exceeded 50% of their earnings. CSPED reduced that percentage to 53%.

CSPED reduced the amount of child support arrears owed by participants by 4%. Parents receiving CSPED services owed an average \$20,114 in arrears at the end of the second year of the study; parents who didn't receive CSPED services owed an average \$20,927.

CSPED increased parents' sense of financial and emotional responsibility for their children. CSPED recipients were more likely to indicate it was important for parents who live apart from their children to financially support them and be involved in their lives. CSPED also increased the amount of contact parents had with their nonresident children by 5%.

ACCESS & VISITATION GRANT ACTIVITIES

- The monthly (free) Co-Parenting Seminar for April will be held on 4/18 from 5:30-7:30pm at Healthy Families on Riverside Dr. Coordinator, Terry Wolfram, has reached out to 4 judges to ensure that they are aware of services offered thru Access & Visitation. Request has been made for Family Services to issue a press release regarding upcoming Co-Parenting Seminars to ensure that the community, in general, is also aware.

OPERATIONS

Agency Updates

- Director continues participation on WCSEA Legislative calls to discuss legislative priorities and the statewide approach to budget proposals effecting the Child Support Program.
- Received notification from the DCF BRO Regional Office that our submitted Cooperative Agreements have been reviewed and approved for 2019.
- Received notification from the **National Child Support Enforcement Association** (NCSEA) that our presentation proposal for the Leadership Symposium (in Minneapolis, MN this year) has been accepted! Kenosha County CSA, Brown County CSA and DCF will present along with OCSE on "Child Support Modernization: Innovations in Employment and Parenting". Director has applied through WCSEA for a scholarship to attend the Symposium.

Enforcement Updates

- **Autumn Gruber** was promoted from the Support Information Center (SIC) to a Specialist position and began initial training on March 11th. She continues to aid in the SIC unit until that vacant position is filled.
- "Dedicated Arrears Day" was held with staff to focus on this important performance and service delivery area. Continued efforts, training and strategizing are taking place to improve workers negotiating skills and comfort in addressing this topic in every case on a regular basis to prevent the level of intervention needed later on.
- ELEVATE Coordinator continues to attend weekly and intermittent meetings with other community programs in an effort to connect and learn about available resources for program participants and our service population as a whole.
- Child Support Specialists in dedicated areas continue specialized efforts – Establish dedicated staff report they are feeling good about the workload and enjoy specialization of this area. Enforcement dedicated specialists are working on honing enforcement skills to take advantage of all of the tools available to them with a concerted focus on addressing arrears (proactively, in all orders).

Support Services Area Updates

- Support staff eagerly participated in our "Dedicated Arrears Day" in various ways to identify cases, draft paperwork, have conversations with callers, update court orders and provide support to the case specialists.
- Adjusted our agency's Increased Income Withholding process to reduce the number of documents being drafted as well as streamline the steps and clarify instructions.
- **Reilly Jacisin** started as our Clerk I on March 11th and has quickly caught on to her duties. She's presently working on scanning documents into our Laserfiche system and coverage for the reception desk.

**AN ORDINANCE TO AMEND SECTION 3.20 OF CHAPTER 3
OF THE BROWN COUNTY CODE OF ORDINANCES
(OUTLAY CAPITALIZATION PROCEDURE)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 3.20 of Chapter 3 is hereby amended as follows:

3.20 COUNTY-WIDE PROCEDURE FOR CAPITALIZATION OF OUTLAY ITEMS. (1)

In order to establish a County-wide procedure relative to cost limits for Capitalization of expenditures budgeted for as outlay items, the following procedure is enacted.

It is County-wide policy to record as outlays, ~~those individual items of equipment costing more than \$25,000 (Twenty-Five Thousand Dollars) as fixed assets and, if applicable, to depreciate the fixed assets over a useful-life period. Any County Department may record outlays less than \$25,000 as fixed assets for the purpose of obtaining reimbursement pursuant to relevant guidelines established by a state or federal agency. \$5,000 (Five Thousand Dollars), equipment having an individual price of less than \$5,000 yet, greater than \$100.00, shall be recorded as equipment (under \$5,000) within the operation and maintenance portion of the budget.~~ The above procedure utilizes the following definition.

(2) Outlay. Outlay shall be defined as an expenditure resulting in the acquisition of or improvement to County-owned land, buildings, or equipment.

~~(3) Any County Department may calculate depreciation costs on equipment recorded within the operation and maintenance portion of the budget as stated in (1) above for the purpose of obtaining reimbursement pursuant to the guidelines established by a state or federal agency.~~

Section 2 - This ordinance shall be passed and published in accordance with law, and shall retroactively take effect on January 1, 2019.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0340

Authored by: Administration

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

4

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-28-2019
REQUEST TO: Administration Committee
MEETING DATE: 04-03-2019
REQUEST FROM: Dave Hemery per Chad Wieninger
Corp Counsel per Director of Administration
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: **AN ORDINANCE TO AMEND SECTION 3.20 OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES (OUTLAY CAPITALIZATION PROCEDURE)**

ISSUE/BACKGROUND INFORMATION:

To update County outlay capitalization procedure.

ACTION REQUESTED:

Consider and approve.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**AN ORDINANCE TO AMEND SECTION 3.11 OF CHAPTER 3
OF THE BROWN COUNTY CODE OF ORDINANCES
(OUT OF COUNTY TRAVEL EXPENSE REIMBURSEMENT)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 3.11 of Chapter 3 is hereby amended as follows:

3.11 OUT OF COUNTY TRAVEL EXPENSE REIMBURSEMENT. The travel expense reimbursement as outlined below applies to employees of the county except that the Brown County Board of Supervisors shall continue to receive mileage reimbursement as provided in Chapter 59.03(3), Wisconsin Statutes.

(3) Policy. (a) This directive sets forth county policy with respect to travel expenses. When collective bargaining contracts are in existence, the provisions in the contract regarding travel expenses will take precedence over this directive. Further, it shall be policy that all employee reimbursement for travel shall be through the payroll system where applicable.

(p) Cash Advances. Cash advances are not allowed for travel, ~~except for County Board members.~~ However, ~~a~~Airfares, hotel/motel, and registration fees may be paid directly, in advance, through the Finance Department. If the Finance Department expends funds at the request of and on behalf of a County Board Supervisor to cover airfare, hotel/motel, and/or registration fees for an event, and if the Supervisor then does not attend the event, then the Supervisor shall provide a written Reason for Non-Attendance to the County Board Chairperson within 5 business days of the start of the event. If the County Board Chairperson determines, at his or her sole discretion, that the Reason for Non-Attendance is not a valid/excusable reason (e.g., that non-attendance was not due to circumstances beyond the control of the Supervisor, and was instead due to Supervisor mistake or neglect), or if no reason for non-attendance is provided within 5 business days, then the Supervisor shall reimburse, or ensure that reimbursement is provided to, the Finance Department for funds expended at the request of and on behalf of the Supervisor regarding the event.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0350

Authored by: Corp Counsel at request of Administration Committee

Approved by: Corporation Counsel

5

Fiscal Note: This amendment does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

David P. Hemery
Corporation Counsel

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-28-2019
REQUEST TO: Administration Committee
MEETING DATE: 04-03-2019
REQUEST FROM: Dave Hemery per Administration Committee
Corp Counsel
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SECTION 3.11 OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES (OUT OF COUNTY TRAVEL EXPENSE REIMBURSEMENT)

ISSUE/BACKGROUND INFORMATION:

To update County travel expense reimbursement policy.

ACTION REQUESTED:

Consider and approve.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐

3. Please provide supporting documentation of fiscal impact determination.

4.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

5

2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
18-147	3/14/19	HHS-CTC	This adjustment adds budgeted amount for each CTC cost center with actual Pension Adjustment expense recorded in 2018. This is a non-cash expense accrued to recognize the potential liability for future pension benefits due employees based on actuarial projections provided by the WI State Employee Trust Fund (ETF). Fiscal Impact: \$165,385	2	N/A	N	Emlt Dept 3/14/19
18-148	3/14/19	HHS-CTC	This budget adjustment is to recognize higher than anticipated Temporary help nursing agency costs for CTC Nursing Home operations. This additional cost was offset by increased revenues due to higher than anticipated Medicaid rates which cover most residents of the Nursing Home. Fiscal Impact: \$25,000	7	3/18/19	Y	HS 3/27 CB 4/17 Emlt Dept 3/18/19
18-149	3/14/19	HHS-CS	This budget adjustment is to recognize higher than anticipated Purchased Services costs for Community Services in the areas of Juvenile Justice (JJ) and Child Protective Services (CPS) due to an increased need for Residential Care Center (RCC) placements, and Wrap Around services not covered by state or federal funding. Also, an increase in JJ and CPS salaries due to additional staff time needed for case management in these areas. These increases in cost are offset by increased revenues from prior year CCS and Income Maintenance RMS (Random Moment Study) settlements which were not anticipated in budget projections. Fiscal Impact: \$1,600,000	7	3/18/19	Y	HS 3/27 CB 4/17 Emlt Dept 3/18/19

2019 BUDGET ADJUSTMENT LOG

19-024	2/26/19	HHS-CS	Reallocate funds from historically underutilized account in Mental Health Court to cover cell phones for Treatment Court Case Managers per program manager request. Fiscal Impact: \$0	1	N/A	N	Emlt Dept 3/8/19
19-025	2/26/19	HHS-CS	Move funds from place holder account to specific accounts for the CPS Supervisor equipment and phone costs. Fiscal Impact: \$0	1	N/A	N	Emlt Dept 3/8/19
19-026	2/26/19	HHS-CS	This budget adjustment is to use Intra-county accounts instead of transfer in/out accounts to track payroll expenses being reimbursed to the health department from community services. It will provide better tracking for grant reporting purposes for community services. Fiscal Impact: \$0	2	N/A	N	Emlt Dept 3/14/19

2019 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE																																																																
2019 BUDGET ADJUSTMENT LOG																																																																							
19-027	03/04/19	VETS	The Veterans Department sold a vehicle in early 2019 for \$1,425. This budget adjustment is to increase the travel and training budget funded by the sale of that vehicle. The vehicle was a 2012 Dodge neon, 139,000 miles, constantly needing repairs and was not cost effective to retain it. The money will be used to provide VA Accreditation training for employees to maintain VA Accreditation and travel cost for increased outreach to all 32 Veterans Service Organization stakeholders in Brown County. Fiscal Impact: \$1,425	7	3/11/19	Y	HS 3/27 CB 4/17 Emld Dept 3/11/19																																																																
19-028	3/5/19	ADMIN	The adopted budget included a 2.25% wage increase for non-union employees, which was included within 090 General Revenues. The affected departments are: <table><thead><tr><th>Department</th><th>Fiscal Effect</th><th>Department</th><th>Fiscal Effect</th></tr></thead><tbody><tr><td>Administration</td><td>\$ 20,702.69</td><td>Human Resources</td><td>\$ 16,663.91</td></tr><tr><td>Aging and Disability Resource Center</td><td>\$ 72,964.55</td><td>Land and Water Conservation</td><td>\$ 9,969.09</td></tr><tr><td>Board of Supervisors</td><td>\$ 4,329.12</td><td>Library</td><td>\$ 82,584.81</td></tr><tr><td>Child Support</td><td>\$ 14,834.91</td><td>Medical Examiner</td><td>\$ 5,241.74</td></tr><tr><td>Circuit Courts</td><td>\$ 31,045.57</td><td>Museum</td><td>\$ 11,240.72</td></tr><tr><td>Clerk of Courts</td><td>\$ 28,011.34</td><td>Parks</td><td>\$ 16,139.99</td></tr><tr><td>Corporation Counsel</td><td>\$ 10,948.33</td><td>Planning and Land Services</td><td>\$ 30,243.99</td></tr><tr><td>County Clerk</td><td>\$ 5,173.98</td><td>Public Safety Communications</td><td>\$ 86,247.30</td></tr><tr><td>County Executive</td><td>\$ 4,078.10</td><td>Public Works - Facilities Mgmt</td><td>\$ 46,200.32</td></tr><tr><td>District Attorney</td><td>\$ 20,478.92</td><td>Register of Deeds</td><td>\$ 12,002.50</td></tr><tr><td>HHS - Community Services</td><td>\$ 297,187.82</td><td>Sheriff</td><td>\$ 180,492.63</td></tr><tr><td>HHS - Community Treatment Center</td><td>\$ 122,565.11</td><td>Treasurer</td><td>\$ 4,517.42</td></tr><tr><td>HHS - Public Health</td><td>\$ 43,322.13</td><td>UW Extension</td><td>\$ 2,589.94</td></tr><tr><td>(continued to right)</td><td></td><td>Veterans Services</td><td>\$ 5,270.41</td></tr><tr><td></td><td></td><td>Total</td><td>\$ 1,168,783.43</td></tr></tbody></table> Fiscal Impact: \$1,168,783	Department	Fiscal Effect	Department	Fiscal Effect	Administration	\$ 20,702.69	Human Resources	\$ 16,663.91	Aging and Disability Resource Center	\$ 72,964.55	Land and Water Conservation	\$ 9,969.09	Board of Supervisors	\$ 4,329.12	Library	\$ 82,584.81	Child Support	\$ 14,834.91	Medical Examiner	\$ 5,241.74	Circuit Courts	\$ 31,045.57	Museum	\$ 11,240.72	Clerk of Courts	\$ 28,011.34	Parks	\$ 16,139.99	Corporation Counsel	\$ 10,948.33	Planning and Land Services	\$ 30,243.99	County Clerk	\$ 5,173.98	Public Safety Communications	\$ 86,247.30	County Executive	\$ 4,078.10	Public Works - Facilities Mgmt	\$ 46,200.32	District Attorney	\$ 20,478.92	Register of Deeds	\$ 12,002.50	HHS - Community Services	\$ 297,187.82	Sheriff	\$ 180,492.63	HHS - Community Treatment Center	\$ 122,565.11	Treasurer	\$ 4,517.42	HHS - Public Health	\$ 43,322.13	UW Extension	\$ 2,589.94	(continued to right)		Veterans Services	\$ 5,270.41			Total	\$ 1,168,783.43	4	3/11/19	N	Emld Dept 3/11/19
Department	Fiscal Effect	Department	Fiscal Effect																																																																				
Administration	\$ 20,702.69	Human Resources	\$ 16,663.91																																																																				
Aging and Disability Resource Center	\$ 72,964.55	Land and Water Conservation	\$ 9,969.09																																																																				
Board of Supervisors	\$ 4,329.12	Library	\$ 82,584.81																																																																				
Child Support	\$ 14,834.91	Medical Examiner	\$ 5,241.74																																																																				
Circuit Courts	\$ 31,045.57	Museum	\$ 11,240.72																																																																				
Clerk of Courts	\$ 28,011.34	Parks	\$ 16,139.99																																																																				
Corporation Counsel	\$ 10,948.33	Planning and Land Services	\$ 30,243.99																																																																				
County Clerk	\$ 5,173.98	Public Safety Communications	\$ 86,247.30																																																																				
County Executive	\$ 4,078.10	Public Works - Facilities Mgmt	\$ 46,200.32																																																																				
District Attorney	\$ 20,478.92	Register of Deeds	\$ 12,002.50																																																																				
HHS - Community Services	\$ 297,187.82	Sheriff	\$ 180,492.63																																																																				
HHS - Community Treatment Center	\$ 122,565.11	Treasurer	\$ 4,517.42																																																																				
HHS - Public Health	\$ 43,322.13	UW Extension	\$ 2,589.94																																																																				
(continued to right)		Veterans Services	\$ 5,270.41																																																																				
		Total	\$ 1,168,783.43																																																																				
19-029	3/11	ADMIN	This adjustment is to properly budget for sales tax projects in progress Fiscal Impact: \$3,404,723	2	N/A	N	Emld Dept 3/18/19																																																																
19-030	3/14/19	HHS-CS PALS	This budget adjustment is to use Intra-county accounts instead of transfer in/out accounts to track expenses being reimbursed to Community Services from Port for the transportation grant. It will provide better tracking for grant reporting purposes for community services. Fiscal Impact: \$ 0	2	N/A	N	Emld Dept 3/14/19																																																																

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE												
19-031	3/14/19	PW-HWY	<p>Brown County received a \$19,757,899 Build Grant to eliminate two at-grade intersections along State Trunk Highway (STH) 29 and replace with a full-access interchange that will include sidewalks, striped on-street bicycle lanes, and roundabouts at the ramp terminals and nearby intersections. The new CTH VV interchange will be approximately 1,600 feet west of the existing intersection and both existing at-grade intersections will be eliminated after the County Highway VV interchange is completed. The total project cost is estimated at \$27,828,150.</p> <p>The Wisconsin Department of Transportation (DOT) will be the lead agency for the design, bidding, and construction administration for the project. Ayres Associates is under contract with the DOT to continue the design work for the project. The DOT will administer the project through a State Municipal Financial Agreement through Brown County which outlines the cost sharing between the federal government (build grant), DOT (state), and Brown County. Brown County will enter into Municipal Agreements with the Village of Howard and the Village of Hobart outlining the cost sharing between the County and the municipalities.</p> <p>There will be expenses in 2019 for the engineering of this project for the State, Villages, and Brown County. Brown County's estimated cost for 2019 is \$25,000. The Public Works Department requests to transfer \$25,000 from their professional services budget in their operating fund (660) and transfer to the Capital Project Fund (440) to have available for this project. The budget required for future years for this project will be budgeted in those years as capital projects. The estimated costs for Brown County per year are:</p> <table><tr><td>2019</td><td>\$ 25,000</td></tr><tr><td>2020</td><td>\$250,000</td></tr><tr><td>2021</td><td>\$647,675</td></tr><tr><td>2022</td><td>\$647,675</td></tr><tr><td colspan="2">Total Estimated Brown County Impact \$1,570,350</td></tr><tr><td colspan="2">Current (2019) Fiscal Impact \$0</td></tr></table>	2019	\$ 25,000	2020	\$250,000	2021	\$647,675	2022	\$647,675	Total Estimated Brown County Impact \$1,570,350		Current (2019) Fiscal Impact \$0		6	3/19/19	Y	PDT 3/25 CB 4/17 Emlid Dept 3/19
2019	\$ 25,000																		
2020	\$250,000																		
2021	\$647,675																		
2022	\$647,675																		
Total Estimated Brown County Impact \$1,570,350																			
Current (2019) Fiscal Impact \$0																			

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

March 26, 2019

Committee Date:
April 3, 2019

TO: Administration Committee

FROM: Chad Weinger
Director of Administration

SUBJECT: February Director's Report

I. Risk & Purchasing Department

Claims for January-February: Seven (7) claims filed since last report. One (1) claim for a cell phone damaged while Sheriff's Office was arresting an individual. Two (2) claims for collisions between vehicles and plow vehicles. One (1) claim for damage to a vehicle due to a large pothole in the road. One (1) claim for damage to an underground cable while excavating, despite the fact that the county was not excavating in that area. One (1) slip and fall at the back courthouse outdoor stairs. One (1) claim for an individual claiming false imprisonment and demanding that the county vacate his two felony convictions from 1985 and for cash damages in the amount of \$2 Billion.

Incidents: Nine (9) incidents were noted since the last report. Two (2) slip and fall incidents involving ADRC volunteers. One (1) slip and fall at the ADRC by a customer. One (1) squad car was damaged while pursuing a stolen vehicle. One (1) tow plow and plow truck were damaged in a collision with a UPS semi-truck. One (1) wallet was reported stolen by a patron of the Central Library. One (1) slip and fall in the Central Library parking lot. One (1) patron of the Weyers-Hilliard library needed medical attention while visiting the library. One (1) incident where a door at the zoo was opened and a patron was standing close to the doorway and sustained an injury to the mouth.

Lawsuits: One (1) lawsuit was filed. A citizen filed a small claims case demanding \$10,000 in damages for loss of constitutional rights due to being arrested, convicted and placed on probation.

Grievances: None.

Purchasing: Purchasing published/completed (3) RFBs, (5) RFQs, (1) OTP, (1) OTL& (1) RFP.

II. Finance Department

Electronic Pay Stubs: Payroll had training and set up functionality for employees to access their pay information online. This will be enabled for all County employees around May 2019.

2020 Budget: Meetings have been scheduled for Departmental presentations as part of the budget process. Documentation has been provided to prepare the cost allocation plan, but this cannot be completed until all of the 2018 entries have been finalized.

2018 Audit (CAFR): Audit fieldwork is scheduled for April 29-May 10.

2018 Budget: When all of the 2018 entries are completed, which will be done by the end of March, the year end budget will be adjusted based on final results.

III. Tax Increment Finance District
Village of Howard.

IV. New World ERP (Logos)/Kronos Projects Update

We are in the process of upgrading both the hardware and software for our Financial System. The upgrade testing is currently in progress and we are working through the issues that have been encountered during this testing. Our targeted implementation is in April.

We have installed New World ERP (Logos) eSuite in our test environment. eSuite allows employees to access their pay data online and make payroll-related change requests electronically. Testing of this continues and Payroll will be training employees and determining an implementation schedule.

V. 2019 Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$ 0</u>
Balance	\$300,000

VI. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

March 26, 2019

Committee Date:
April 3, 2019

TO: Administration Committee

FROM: C. Weininger
Director of Administration

SUBJECT: March Director's Report

I. County Training

The mandatory training entitled 'Sexual Harassment in the Workplace' was sent out to all county employees to complete. This is part of a 12 month employee training program.

II. Class & Comp

All eligible employees have received their increases based on the approval of the Classification Schedule and Compensation Policy. HR is currently doing a review of Clerk of Courts positions based on updated job descriptions, and the Judges Judicial Assistances. 911 Telecom Operators were merged within the same pay range.

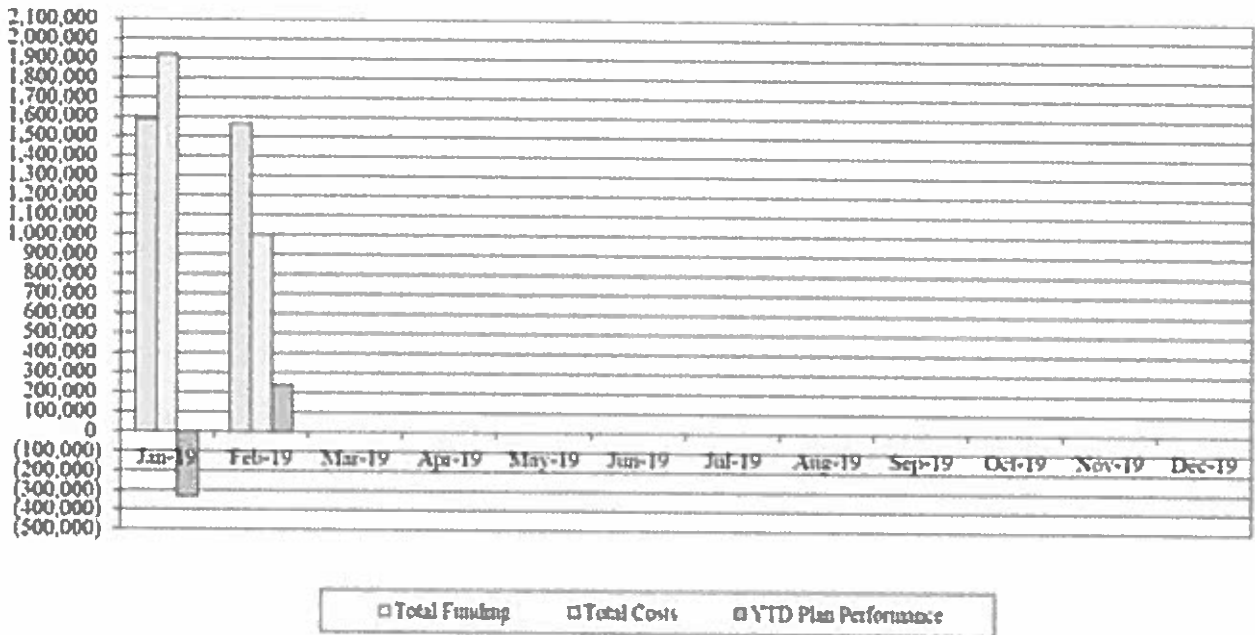
III. Benefits

February health claims rebounded to more favorable levels. YTD funding levels are currently at 92.64%. Stoploss reimbursements applied to January and February for 2018 high dollar claims.

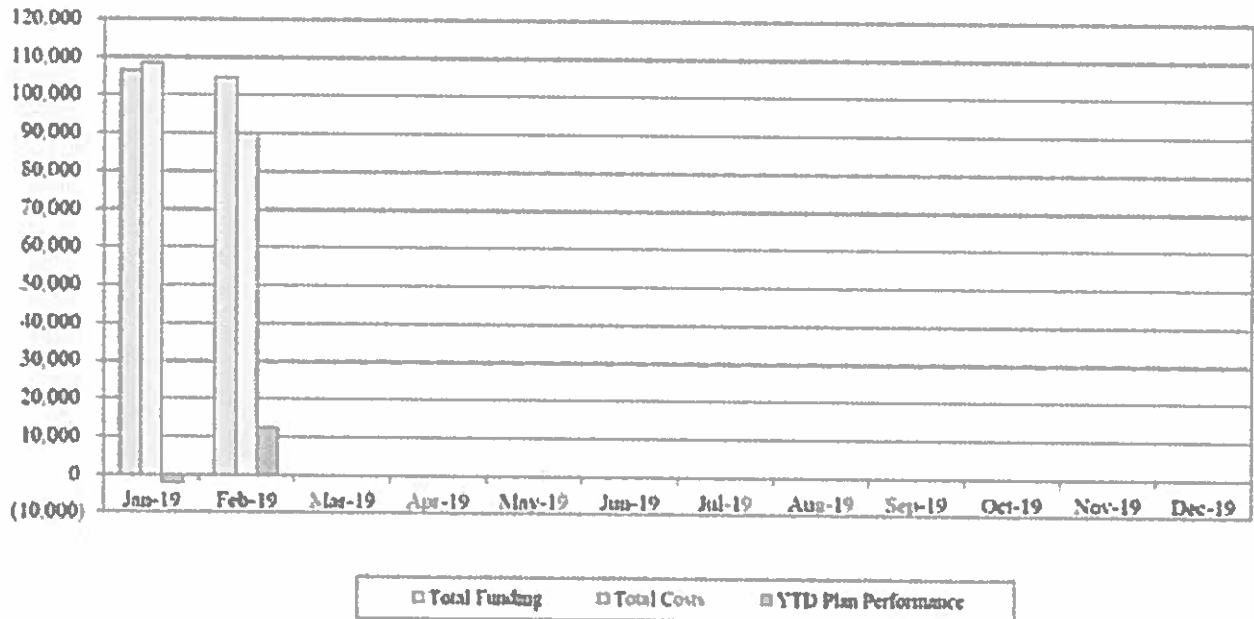
Continue to work with Bellin FastCare to provide alternative site locations in preparation for the Shopko closing in June and we will be running a drawing to encourage enrollment in Teladoc during the month of April.

Associated Bank Risk Consultants (ABRC) is continuing their review of the county's benefit package and will have recommendations in June. They are projecting an increase cost of \$1 million.

Medical Summary Graph



Dental Summary Graph



IV. Recruitment

Recruitment Report

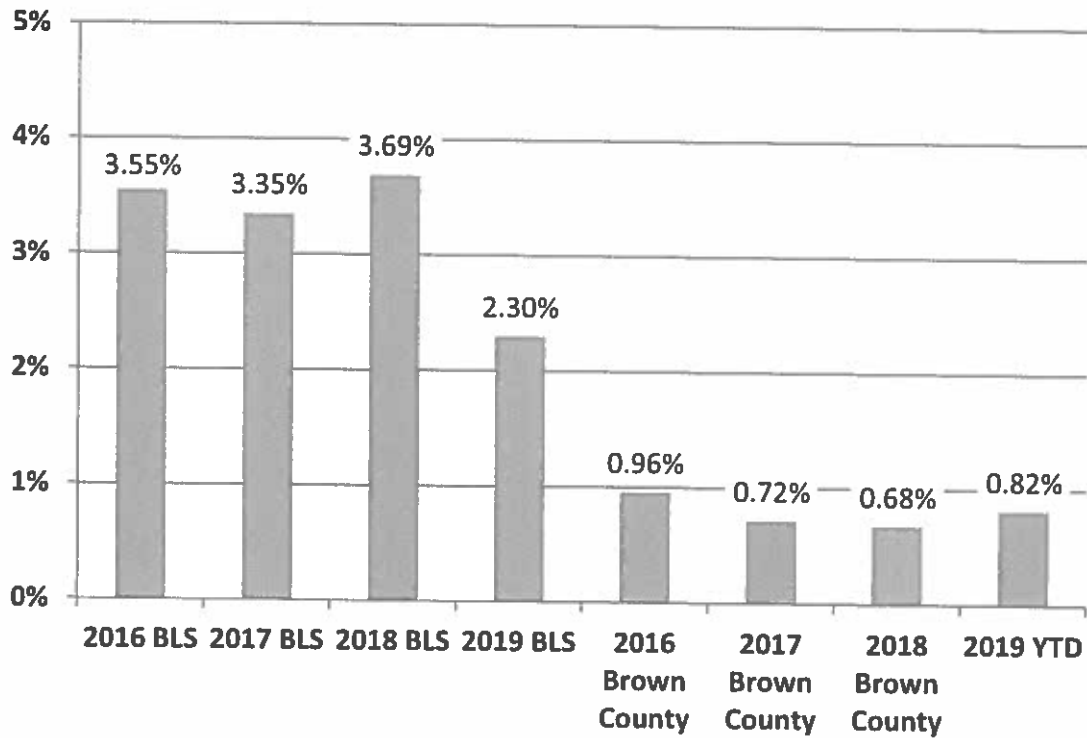
As of 3/20/2019

<u>Department</u>	<u>Title</u>	<u># of Vacancies</u>	<u>FT, PT, On Call</u>
Child Support	Child Support Clerk	1	FT
District Attorney	Special Prosecutor	1	FT
Golf Course	Seasonal Workers	13	LTE
HHS-Health	Health Aide	1	FT
HHS-Health	Public Health Educator	2	FT
HHS-Health	Public Health Nurse	1	FT
HHS-Health	Public Health Sanitarian	1	FT
HHS-Community Services	Clinical SW/Pro Couns/Case Mgr	1	FT
HHS-Community Services	Economic Support Specialist	10	FT
HHS-Community Services	Human Services Manager (Criminal Justice)	1	FT
HHS-Community Services	Social Worker/Case Manager: CPS Ongoing	3	FT
HHS-Community Services	Social Worker/Case Manager: Criminal Justice Division	2	FT
HHS-Community Services	Youth Support Specialist	1	On-Call
HHS-Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
HHS-Community Treatment Center	Certified Nursing Assistant (CNA)	13	PT
HHS-Community Treatment Center	Certified Nursing Assistant (CNA)	1	FT
HHS-Community Treatment Center	Certified Nursing Assistant (CNA)	6	On-Call
HHS-Community Treatment Center	Co-op Student Intern: Food & Nutrition Services	2	LTE
HHS-Community Treatment Center	Cook (Part-Time)	1	PT
HHS-Community Treatment Center	Food Service Worker	2	PT
HHS-Community Treatment Center	Licensed Practical Nurse (LPN)	1	PT
HHS-Community Treatment Center	Licensed Practical Nurse	1	On-Call
HHS-Community Treatment Center	RN (Registered Nurse)	1	On-Call
HHS-Community Treatment Center	RN (Registered Nurse)	3	PT
Library	Library Service Clerk	1	PT
Public Works - Facilities	Summer - Facilities Maintenance Worker	1	LTE
Public Works - Facilities	Summer Housekeeper	1	LTE
Public Works - Highway	Highway Mechanic	1	FT
Public Works - Highway	LTE Highway Maintenance Worker	4	LTE
Public Works - Highway	Summer Engineering Aide	3	LTE
Public Works - Highway	Summer Help - Public Works	12	LTE
Sheriff	Correctional Officer	5	FT
Sheriff	Crime Analyst	1	FT
Sheriff	Patrol Officer	5	FT
UW Extension	LTE - Invasive Species Aide	1	LTE
UW Extension	LTE Life Skills Educator	1	LTE
Zoo & Park Management - Parks	Seasonal Staff	13	LTE
Zoo & Park Management - Zoo	Seasonal Staff	3	LTE

V. Staffing Levels

Turnover:

Brown County Turnover Report



**YTD
February
2019**

Turnover % = the
number of people
who left
voluntarily/YTD
avg # of employees
at month end.

Benchmark BLS *- State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.)

* Bureau of Labor Statistics

February 19

V1. Other

cc: Troy Streckenbach – County Executive

Department Title	HOF	SB	Total
Aging Resource Center	17		17
Clerk of Courts	1306	2013	3319
Corporation Counsel	231	22	253
County Clerk	23		23
District Attorney	186	12	198
Facility Management	38	32	70
Finance	586	125	711
HS Child & Family/Shelter Care	9		9
HS Economic Support	133		133
HS Management & Budget/Community Programs	1896	60	1956
HS Management & Budget/Mental Health	885	40	925
Human Resources	8		8
Museum		1	1
New Zoo	70	19	89
Parks Management	103	5	108
Payroll	100		100
Register of Deeds	177	120	297
Sheriff's Department	259	5	264
Surveyor	1		1
UW Extension	11		11
Veterans Department	95	26	121
	6134	2480	8614

Possible Additions from Arms (Iron Mountain)	3500
Estimated Destruction In 2019	-776
Clerk of Courts Storage	2000 * files
Estimated Adds in 2019	750 **125 to date

Net Estimate MAX Box Count 14088

Box Counts by year

2013: 710 added, 898 destroyed... 188 net loss in boxes
2014: 908 added, 609 destroyed... 299 net gain in boxes
2015: 666 added, 887 destroyed... 221 net loss in boxes
2016: 577 added, 784 destroyed... 207 net loss in boxes
2017: 405 added, 713 destroyed... 308 net loss in boxes
2018: 1094 added, 923 destroyed... 171 net gain in boxes
2018 to Feb 27: 125 added, 776 destroyed... TBD

Original -- 3810SqFt stores 5500 boxes at HOF (Hall of Fame)

Notes

Temporary ARMS (Iron Mountain) 5500 boxes Moves**\$127,984**

contract signed 3/8/2019

Move Boxes from HOF to Iron Mountain

\$25,904

Store Boxes at HOF during construction ESTIMATE

\$31,692

delay till confirmatoin

Move Boxes Back to new location TBD ESTIMATE

\$70,388

delay till confirmatoin

New Steel building (15,000 boxes)**\$1,039,984**

Steel Structure with insulation

\$700,000

Box Moves from HOF and move back (see above)

\$127,984

Site Improvements (land, power, road, parking etc)

\$80,000

Forklift

\$15,000

Improvements 15000 (security, shelves, HVAC, Fire)

\$117,000

*** could offset \$64k in annual expenses compared to Iron Mountain**** could also be central receiving and shipping**** could also be temporary storage (if we get a forklift we could pack more in)**** simplifies Records storage**** allows all of Sophie, Arena and Iron Mountain to be combined***Arena 5000 Sq Ft (7200 boxes)****\$191,984**

Box Moves from HOF and move back (see above)

\$127,984

Sqft Cost

\$0 Cost Built into Arena Project

Site Improvements (security, shelves, HVAC, Fire)

\$64,000 See list at bottom

*** allows SOME offset of Iron Mountain***Possible Downtown Location (15,000 boxes)****\$244,984**

Box Moves from HOF and move back (see above)

\$127,984

elevator is not frieght

? unknown

Building lease or purchase (sqft cost)

? unknown

Improvements

\$117,000 See list at bottom

*** allows all of Sophie, Arena and Iron Mountain to be combined***Library Basement (only 5000 boxes)****\$224,984**

Box Moves from HOF and move back (see above)

\$127,984

Clean out

\$10,000

Lease sqft cost

\$0

Improvements 5000 (cameras, security, etc)

\$64,000

rolling shelving

\$23,000

*** Not recommended due to location and limited space***Declined**

Airport Hangers temporary AND expensive

\$600k+

Airport Basement (lots of small rooms with public access)

Not feasible

Basement SB

NO SPACE

Scan 5500 boxes

\$1,500,000 up to \$3mil

PODS/Shipping at Zoo, Sheriff or Fairgrounds

20 shipping containers with fire/hvac security

Sheriff (no 5000 sqft space)

Not feasible

For 7200 boxes (no forklift)**\$64,000**

(2) Cameras

\$2,000

Standard Shelving (not rolling)

\$15,000

Building tied Dehumidifier (5000sqft)

\$15,000

Dry Fire Supression (5000sqft) \$4 to \$6/sqft

\$30,000

Locks Fencing

\$2,000

For 15,000 boxes (no forklift)**\$117,000**

(2) Cameras

\$3,000

Standard Shelving (not rolling)

\$35,000

Building tied Dehumidifier (10,000sqft)

\$15,000

Dry Fire Supression (10,000sqft) \$4 to \$6/sqft

\$60,000

Locks/Fencing

\$4,000

10



DoTS, Monthly Report, April 3rd 2019

Covers Feb 2019 and Mar 2019 Technology Services Activity

Items of Note

1. Any questions regarding the DoTS monthly budget reports?
2. Arena Document "Box" Storage. As of 3/25 over 4400 boxes were moved from Arena to Iron Mountain. **See attachment** for comparisons of costs for long term storage.
3. **See BCCAN plan attached.** Any changes requested?
4. 4g/5g and public WiFi presentation will be **6pm April 17th** before full Board meeting. We have representatives from Nsight planning to attend. Packerland has indicated they will not be attending.
 - a. See "Broadband Presentation" Attached: Final approval in this meeting.
 - b. Options include: cellular, cellular bundling, fiber, WiFi Mesh, WiMaxx and Whitespace.
5. Outstanding items for the County Board:
 - a. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. In the short term pushing for "hold harmless" agreements.
 - b. We will need to discuss long-term plans for the main Board Chambers technology – in conjunction with the City, specifically the voting system.

Staffing Report:

6. Full staffing. No open positions
7. Performing Class Comp related work.

Project/Activity Updates

Over 50 active projects (remains higher than normal). 2019 through 2021 will be busy (right now over 122 planned projects/activities). The number of new systems and upgrades is increasing.

8. **Emergency response** to possible flooding at the Sheriff's office on March 14th.
9. **Computer Aided Dispatch Project.** DoTS continues to spend significant time in support of CAD. This includes work related to various future options and current funding challenges. *See Public Safety Committee for more information.*
10. **New tax system (LandNav)** making good progress. On track for go live first week in May, 2019.
11. **Cyber Security Updates:**
 - a. Phishing tests – and malicious email education ongoing – lower click through rate indicates education having an impact.
 - b. CJIS Compliance Audits nearly complete
 - c. Numerous policy updates for compliance with various regulatory controls.
 - d. Continuing work to contract with MSISAC for cyber security support (targeted active by end of 2019) contract confirmation in progress.

12. Numerous Sheriff projects:

- a. Working on Sheriff Jail Camera project. Camera portion of project on track. Sally port by August 2019, complete project by end of 2019 or early 2020 (depending on vendors timing).
- b. Numerous other Sheriff related projects.

13. Windows 10, Office 2016 and Server 2012/6 upgrades and rollouts continue and are expected to be complete by end of 2019 (Deadline Jan 2020). Approximately 430 PCs remaining (no significant conversions in March due to Health Move, name changes and numerous other projects).

14. BCCAN (Brown County Community Area Network).

- a. Webster Ave relocation boulevard project starting (moving fiber) See request for bids.
- b. BCCAN work for Papermaking Corridor, GB Schools and Prevea/HSHS are all in progress
- c. Also working on Bellevue and Highway 29 BCCAN work.

15. Office 365 Work.

- a. UserID migration from last_fm to first.last and email from last_fm@co.brown.wi.us to first.last@browncountywi.gov. This is in progress. DoTS completed, starting with users for Tyler ERP (LOGOS) Upgrade next. 120+ users switched so far.
- b. Full Office 365 Government Migration likely to continue through Q4 2020. Hard target is April 2020, stretch goal is to complete by end of year. File migration to follow after email migration.

16. DoTS 2020 Budget Cycle

- a. CIP 911 Radio Tower change in 2021+. See Public Safety for more information. See 2020 budget request.
- b. BCCAN CIPs
- c. Expected incremental cost increases for all systems.
- d. Other systems compliance and system upgrades planning.

17. System and/or Application Upgrades

- a. Financial/ERP upgrades: NewWorld ERP (LOGOS) 2018.1 upgrade in testing now. Additional major upgrades planned for later 2019.
- b. Employee Self Service (eSuite) for W2 and paystubs along with Employee Self Service (Kronos) for vacation requests, are planned to go live in Q3. Testing looks very positive.
- c. Kronos Q3/Q4 Upgrade TBD, vendor notified us of this change.
- d. Milestone video surveillance system clustering redundancy testing completed, continuing with remaining grouped servers;
- e. Laserfiche upgrade in progress – work continues.
 - i. Document management system (Laserfiche) upgrade and server migration in progress; servers built, software installs in progress.
 - ii. Laserfiche implementation with Finance Q2, then ADRC Q3 then County Clerk Q4.
- f. Register of Deeds, Fidler upgrade in progress – work continues; servers built, software install in progress.

18. New Services/Systems or Replacements

- a. Migrate Dictaphone to eScription One.
- b. BC Housing Authority Financials.
- c. Justice PSA tool (may involve significant staff time).
- d. Replace Work Order (helpdesk) system. Purchase in progress.
- e. Print/Copy (Papercut) billing system for Library timeline TBD.

19. DoTS Construction related activity

- a. Arena and demolition of Hall of Fame
 - i. No response on BCCAN fiber for new building
- b. CTC Expansion work
- c. Highway Fuel Building work
- d. Medical Examiner Planning
- e. Jail PODs Expansion Planning
- f. East Branch Library Planning
- g. UWGB STEM work in progress, summer 2019 occupancy.
- h. Building Control Standardization work

20. MyBC and Internet Website Improvement:

- a. Mockup of Layouts for Public Internet and MyBC completed
 - b. Notified Department Heads and Web Content Administrators of website migration plans for next 10 months. Some administrators have begun work.
 - c. Migration planning in progress. Q3/Q4 go live.
 - d. Museum will use same environment in fall of 2019 – in progress
- 21.** Dual internet and firewall upgrade work moved up due to performance issues with existing firewall. Work started in late November and will continue likely through Q2 possibly Q3 2019.
- 22.** Working with Golf Course on credit card website processing changes.
- 23.** In the process of expanding wifi services at Zoo.
- 24.** Working with a vendor on WiFi issues with nurse call at CTC.
- 25.** Brown County Housing Authority moves completed – now working on QuickBooks in the cloud.